

JOB DESCRIPTION AND POSITION CLASSIFICATION

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION Staff Information Systems Analyst (Supv)		POSITION NUMBER 541-027-1316-001	MCR 1	RPA #
APPOINTEE Vacant		DIVISION/SECTION Administration/Information Technology		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> S01 Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Debbie Mininfield	SUPERVISOR'S CLASSIFICATION Staff Services Manager II	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 9/23/08	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general supervision of the Staff Services Manager II, the Staff Information Systems Analyst (Supervisor) provides system and network administration support and technical leadership in connection with the analysis, development, procurement, installation, configuration, and support of information technology hardware and software on the California Bay-Delta Program (CBDP) network. Supervises staff of the Information Technology Office and represents CBDP for IT business needs with other agencies and Department-level strategy committees and serves as the Chief Information Officer for the CBDP.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
35% (E)	<p>TECHNICAL LEADERSHIP:</p> <p>Administration and maintenance of all network services running Windows 2003 server, which include backup, anti-virus, network monitoring, internet filtering, patch management and distribution, intranet server, sql server, print server, Citrix, and share file server. Modification, installation, and upgrade of network and computer hardware and software on CALFED's computing infrastructure. Platforms supported include Windows XP workstation, Windows 2003 Server, Cisco Catalyst, PIX network components, APC UPS equipment, and Microsoft Windows Active Directory.</p> <p>Administration of Veritas Backup Exec and Trend Micro Enterprise anti-virus for PCs, laptops and servers. Schedule backup process, tape management, system scans, product updates, and maintenance.</p> <p>Monitors and analyzes workstation, server, and network performance and configuration ,and makes changes and enhancements to system and network configurations as required. Ensures development and maintenance of network documentation including topology, security, hardware and software resources, licenses, and critical applications.</p> <p>Works in cooperation with the Department of Technology Services (DTS) for wide-area-networking connection, email server administration, web and database services. Supervises e-mail administration done by CALFED staff using the Web ARS tool. Ensures that e-mail accounts are properly setup.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Debbie Mininfield		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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25% (E)	<p>OPERATIONS MANAGEMENT</p> <p>Oversees the following: IT Help Desk, delegates workload, troubleshoots complex problems, and assists when staff is absent; audiovisual setup for meetings including laptops, overhead projectors, and Smart Board in cooperation with Business Services; and the design, implementation, modification, troubleshooting and maintenance of CALFED's web services and other internal program elements, including intranet and internet web sites hosted internally and externally.</p> <p>Supervises the maintenance, modification, and installation of computer hardware and software on CALFED desktop and laptops.</p>			
20% (E)	<p>PLANNING, STRATEGY & PROCUREMENT</p> <p>Functions as the CALFED Bay-Delta Program's Chief Information Officer, which includes attending Resources Agency CIO Meetings and other CIO related functions. Works with Resources Agency staff to file required documents per the State CIO's office, IT requirements listed in the State Administrative Manual (SAM), the State Information Management Manual (SIMM), and the State Telecommunications Management Manual (STMM), as well as Department of Finance and Department of General Services Policy Letters. Represents the CALFED Bay-Delta program in various Statewide IT forums related to the areas of strategy, policy, and procedures. Makes periodic presentations to staff or management on IT procedures, policies, changes, or recommendations, and modifies IT Policies as needed.</p> <p>Responsible for planning and implementing modifications to LAN hardware, software, and groupware technologies needed to improve productivity, reliability, and/or security to the LAN.</p> <p>Independently researches, plans, designs and implements technical solutions consistent with agency needs, state policies, industry standards, and agency management approval.</p> <p>Oversees procurement of IT related goods and services, prepares/assists in writing Request for Offers (RFO), negotiates tasks, tests and evaluates products, assesses and audits compliance, manages vendor work when needed, and recommends approval of invoices.</p>			
10% (E)	<p>AGENCY WEBMASTER</p> <p>Acts as Agency Webmaster for the internet, intranet and other CALFED related web-sites. Develops new pages and makes edits to current pages. Manages contractors that do web development for the CALFED Bay-Delta Program. Owns and manages the list serves hosted at the DTS.</p>			
10% (E)	<p>GENERAL SUPERVISION</p> <p>Supervises IT staff; selects and hires new personnel, prepares performance reports, develops staff, addresses grievances, and takes disciplinary action as appropriate. Provides on-the-job training to employees where appropriate. Assesses employee skill sets and recommends formal training. Plans and assigns work, sets schedules and priorities, and monitors quality and quantity of work.</p>			

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	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Demonstrated broad IT technical and business knowledge, including IT project management, industry standards and best practices. • Demonstrated proficiency with Windows XP and 2003 server infrastructure, including File and Print Services, Domain Services, user and group Management, enterprise anti-virus, enterprise backup, and networking. • Familiarity with Cisco networking equipment (routers and switches), email system administration, Microsoft IIS web server administration, and Microsoft SQL Server administration. • Familiarity with State of California Web template, html, xml and cascading style sheets. • Demonstrated familiarity with state mandated IT policies and procedures. • Ability to think and communicate clearly and effectively • Ability to give formal presentations to staff at all levels <p>Personal Characteristics:</p> <ul style="list-style-type: none"> • Detail oriented • Strong customer service skills. • Deal with challenging customer requirements while maintaining a calm professional demeanor. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Ability to work independently and as a team • Ability to foster a team atmosphere and be a positive motivator. • Ability to interaction with various levels of staff and management in a professional manner • Ability to effectively manage multiple tasks and adapt to changing priorities. • Ability to create and maintain a customer-focused, results driven environment. • Ability to plan, organize, and direct subordinate staff <p>WORK ENVIRONMENT/PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Able to sit in a normal seated position for extended periods of time • Able to manage multiple tasks and priorities effectively, meet deadlines, and adapt to changing priorities • Must be able to occasionally moves equipment either solely (25 lbs. maximum) or with another person (100 lbs. maximum). <p>SUPERVISION RECEIVED Operates under general supervision from the Staff Services Manager II.</p> <p>SUPERVISION EXERCISED Supervises a Staff Programmer Analyst (Specialist) and Staff Information Systems Analyst (Specialist).</p> <p>SPECIAL REQUIREMENTS Required to file a Form 700 under the CBDA Conflict of Interest Code.</p>			